



West Lothian
Council

Education Executive

West Lothian Civic Centre
Howden South Road
LIVINGSTON
EH54 6FF

11 December 2014

A meeting of the **Education Executive** of West Lothian Council will be held within **Council Chambers, West Lothian Civic Centre, on Tuesday 16 December 2014 at 10:00 a.m.**

For Chief Executive

BUSINESS

Public Session

1. Apologies for Absence
2. Order of Business, including notice of urgent business
3. Declarations of Interest - Members should declare any financial and non-financial interests they have in the items of business for consideration at the meeting, identifying the relevant agenda item and the nature of their interest.
4. Confirm Draft Minute of Meeting of the Education Executive held on Tuesday 11 November 2014 (herewith).
5. Tobacco Free Generation - Creating a World Where Young People Choose Not To Smoke
 - (a) Presentation by Falla Hill Primary School
 - (b) Report by Head of Schools with Education Support and Head of Area Services (herewith)

Public Items for Decision

6. Primary School Accommodation - Kirknewton Primary School - Report by Head of Schools with Education Support herewith)

DATA LABEL: Public

7. Early Learning and Childcare - Plan to Increase Flexible Provision - Report by Head of Schools with Education Support (herewith)
8. Formal Consultation on the Location of a Replacement West Calder High School - Report by Head of Planning and Economic Development (herewith)

NOTE For further details please contact Elaine Dow on 01506 281594 or email elaine.dow@westlothian.gov.uk

MINUTE of MEETING of the EDUCATION EXECUTIVE of WEST Lothian COUNCIL held within COUNCIL CHAMBERS, WEST Lothian CIVIC CENTRE on 11 NOVEMBER 2014.

Present – Councillors Lawrence Fitzpatrick (Chair), David Dodds, Frank Anderson (substitute for Peter Johnston), Stuart Borrowman, Tony Boyle, Harry Cartmill, Tom Conn, Alexander Davidson, Carl John, Dave King, Danny Logue, John McGinty, Anne McMillan, Andrew Miller, Angela Moohan, George Paul, Frank Toner and Jim Walker; Appointed Representatives: Elsie Aitken, John Hendrie, Myra MacPherson and Lynne McEwen.

Apologies – Councillor Peter Johnston and Eric Lumsden, Appointed Representative

1. ORDER OF BUSINESS

Agenda Item 5 – Home Educated Children and Young People Policy

The Chair advised that a late deputation request had been received from Mrs Morag Davidson under Standing Order 13(5). The Committee agreed that Agenda Item 5 – Home Educated Children and Young People Policy be carried forward to the next meeting of the Education Executive to enable officers to consult with Mrs Davidson.

2. DECLARATIONS OF INTEREST

There were no Declarations of Interest made in terms of the Councillors' Code of Conduct.

3. MINUTES

- a) The Education Executive confirmed the Minute of the meeting held on 30 September 2014 as being a correct record. The Minute was thereafter signed by the Chair.
- b) The Education Executive confirmed the Minute of the Special Meeting held on 14 October 2014 as being a correct record. The Minute was thereafter signed by the Chair.

4. SCHOOL EXCURSION POLICY

The Education Executive considered a report (copies of which had been circulated) by the Head of Schools with Education Support providing details of the amended School Excursion Policy, details of which was attached as an appendix to the report.

The report recalled that the School Excursion Policy was designed to ensure that risks arising from trips and excursions were minimised to ensure that the safety and wellbeing of pupils were protected.

The Customer and Performance Manager advised that an audit of the

application of the School Excursion Policy was carried out in West Lothian which highlighted significant non-compliance with the policy. The Education Services Senior Management Team subsequently instructed that all schools must comply with the policy, which was to be interpreted and applied within the context of the national Scottish Government Guidance framework.

In order to avoid any confusion about the paperwork required for audit purposes, a new section was inserted into the policy specifying the minimum requirements. The report outlined the documentation required to be retained for a period of three months following the excursion, or the last of a series of repeat excursions, which were required for audit purposes. Schools should take a sufficiently robust approach to planning and organising trips and excursions while at the same time should adopt a low bureaucracy, enabling approach to outdoor experiences and off-site visits focusing on how the real risks arising from such visits were managed.

The Education Executive was asked to approve the amended School Excursion Policy.

Decision

Approved the terms of the report.

5. PARTNERSHIP AGREEMENT WITH EDUCATION SCOTLAND

The Education Executive considered a report (copies of which had been circulated) by the Head of Education (Quality Assurance) and Head of Schools with Education Support providing details of the proposed Partnership Agreement with Education Scotland for 2014-2015. West Lothian's Partnership Agreement for session 2014-2015 was developed with Education Scotland and was attached as Appendix 1 to the report.

The report outlined the priorities of the partnership agreement which highlighted a number of areas of development support and activity between Education Scotland and West Lothian Council which assisted both organisations in taking forward priority objectives designed to improve outcomes for learners, families and communities.

The Chair then welcomed Peter Hamilton, Education Scotland's Area Lead Officer for West Lothian, to the meeting. Mr Hamilton advised the Education Executive that West Lothian Council and Education Scotland worked in partnership on a Validated Self-Evaluation (VSE). HM Inspectors expressed a high level of competence in West Lothian Council's approach to quality improvement which resulted in the development of a new improvement strategy, applying some of the principles of validated self-evaluation. Effective partnership working between West Lothian Council and Education Scotland focused on improving outcomes at a local level delivering improvements and raising attainment in schools.

The Chair expressed a note of thanks to Mr Hamilton for attending the meeting and providing an update.

In conclusion, the council would continue to work closely with Education Scotland to develop the partnership approach for continuous improvement to ensure positive outcomes for West Lothian's children and young people.

The Education Executive was asked to approve the Partnership Agreement with Education Scotland 2014-2015.

Decision

Approved the terms of the report.

6. CONSULTATION ON ADOPTION OF ADMISSION ARRANGEMENTS - SPECIALIST PROVISION

The Education Executive considered a report (copies of which had been circulated) by the Head of Education (Quality Assurance) providing details of the proposals for a formal public consultation on the adoption of admission arrangements for specialist provision. The proposed Consultation Document November 2014 was attached as an appendix to the report.

The Customer and Information Manager highlighted the following amendments to the Consultation Document:

- Page 25 – Public Meeting in Bathgate Academy, Bathgate (not Livingston);
- Page 25 – The structure of the web address was to be amended; and
- Page 26/27- Translations were to be amended as advised by the Customer and Information Manager.

The Education Executive was advised that Education Services was undertaking a public consultation on proposals to ensure equitable, high quality and sustainable provision to meet the needs of increasing numbers of pupils with additional support needs. This review presented a timely opportunity to also carry out a public consultation in relation to admission arrangements for specialist provision. The adoption of the proposed admission arrangements would ensure equity in the admission of children and young people to specialist provision and also ensure high quality decision making regarding admission. The formal adoption of a single catchment area in West Lothian for all specialist provision would ensure equity for all children and young people with additional support needs.

The Education Executive was asked to authorise a formal consultation in accordance with the Schools (Consultation) (Scotland) Act 2010 on the Admission Arrangements for Specialist Provision Consultation Document.

Decision

- Noted the amendments highlighted above; and
- Approved the terms of the report.



EDUCATION EXECUTIVE

TOBACCO FREE GENERATION – CREATING A WORLD WHERE YOUNG PEOPLE CHOOSE NOT TO SMOKE

REPORT BY HEAD OF SCHOOLS WITH EDUCATION SUPPORT AND HEAD OF AREA SERVICES

A. PURPOSE OF REPORT

The purpose of this report is to recognise the award winning project on tobacco education created by the children at Falla Hill Primary School, Fauldhouse.

B. RECOMMENDATION

The Education Executive is asked to note:

1. Falla Hill Primary School won the Action Against Tobacco Award in the UK Community Education awards 2014;
2. Falla Hill Primary School won the outstanding achievement award in the Youth Tobacco Action awards run by ASH Scotland;
3. Falla Hill Primary School won a West Lothian Stellar Award;
4. that Ash Scotland has endorsed the resource and will promote this on their website; and
5. the high level of national recognition for the resource and to recommend that this is promoted across all schools in West Lothian.

C. SUMMARY OF IMPLICATIONS

I Council Values	Focusing on our customers' needs; being honest, open and accountable; making best use of our resources; and working in partnership.
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	N/A
III Implications for Scheme of Delegations to Officers	None.
IV Impact on performance and performance Indicators	Contributes to the Health and Wellbeing performance indicators.

V	Relevance to Single Outcome Agreement	We live longer, healthier lives and have reduced health inequalities.
VI	Resources - (Financial, Staffing and Property)	Within existing resources.
VII	Consideration at PDSP	None required
VIII	Other consultations	None.

D. TERMS OF REPORT

D.1 Background

Fauldhouse was identified as an area where a large percentage of the population have smoking related illnesses. There is evidence that young people from the most deprived areas progress to regular smoking. The decision was taken to put on an event around No Smoking Day which would highlight the dangers of smoking. Following this event schools in the area were approached to access workshops within the partnership centre to raise awareness around the effects of tobacco on income, health and the environment.

This led to Falla Hill Primary School and the Regeneration Team in Area Services working in partnership to deliver a project with the following aims:

- To develop pupil understanding of the use and misuse of tobacco.
- To explore and develop pupil understanding of the impact of tobacco on their health and life chances.
- To enable pupils to make informed choices to live healthy lives.
- To work in partnership to create a primary school resource to support tobacco education and prevent young people picking up the habit.

D.2 Realising the aims

A series of workshops allowed pupils to explore all aspects of smoking. Pupils demonstrated the achievement of the aims set by the team through essays, letters, and discussion with a local councillor, class debates, school assembly talks, community exhibitions and the creation of a DVD. Teaching staff worked on the accompanying teaching resource in consultation with the public health nurse and Firefly Arts who compiled an extensive variety of drama activities which link with the learning experiences within the education resource. This resource pack has been fully funded by the Regeneration Team in Area Services and is now ready for distribution across schools.

Through the project pupils have gained experience in engaging with members of the public during two tobacco exhibitions held for No Smoking Day; one in their local community and the other representing West Lothian at Livingston Centre where they engaged with over 200 people and carried out tobacco brief interventions. This had an impact on the wider community and their families 8 of whom reported that they had stopped smoking or contemplated stopping and are now no longer smoking in the family home.

As well as meeting initial aims the team continue to support the children in their campaign to make their local play park Smoke Free. Operational Services have indicated that they have no objection to discreet signage, created by the children asking people to refrain from smoking, being displayed in and around the local play park. They have also worked in partnership with a number of agencies in order to increase awareness of the issues raised regarding smoking and tobacco.

E. CONCLUSION

This project has demonstrated the power of the involvement of young people in tackling a significant public health issue such as smoking. The impact of children in supporting their community to change its behaviour is remarkable. Effective working towards improving public health involves everyone within a community responding to and tackling issues that make us unwell. The next step will involve publicising and supporting schools to utilise the educational resource to support learning across West Lothian. As well as this, there will be the development of a smoke free play park in the community. These aims can only be achieved with the ongoing support of education and partners.

F. BACKGROUND REFERENCES

None.

Appendices: None

Contact Person: Angela Jenkins Public Health Nurse, Regeneration Team
angela.jenkins@westlothian.gov.uk 01506 281090

Louise Storrar Depute Head Teacher (Acting) Windyknowe Primary School
Louise.Storrar@westlothian.org.uk

James Cameron, Head of Schools with Education Support

Steve Field, Head of Area Services

Date of meeting: 16 December 2014



EDUCATION EXECUTIVE

PRIMARY SCHOOL ACCOMMODATION – KIRKNEWTON PRIMARY SCHOOL

REPORT BY HEAD OF SCHOOLS WITH EDUCATION SUPPORT

A. PURPOSE OF REPORT

To inform the Committee of the proposal to decant the pupils at Kirknewton Primary School for the academic year 2015/16 to East Calder Primary School, in order to facilitate the refurbishment of the school building.

B. RECOMMENDATION

The Education Executive is asked to:

1. Approve the decant proposals for Kirknewton Primary to East Calder primary whilst property planned improvements are undertaken at the school; and
2. Approve the decant proposals for the Kirknewton Nursery School to accommodation to be located at the recreation park in Kirknewton.

C. SUMMARY OF IMPLICATIONS

I Council Values	Focusing on our customers' needs; being honest, open and accountable; providing equality of opportunities; making best use of our resources; working in partnership
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	Education (Scotland) Act 1980 Standard's in Scotland's Schools etc Act 2000
III Implications for Scheme of Delegations to Officers	None
IV Impact on performance and performance Indicators	The need to undertake an planned improvements at the school will ensure its condition and suitability is improved and it remains statutorily compliant.
V Relevance to Single Outcome Agreement	Our children have the best start in life and are ready to succeed
VI Resources - (Financial, Staffing and Property)	Approved General Services capital budgets:

	Kirknewton PS Planned Improvements - £ 1.35m 2014/15 – 2016/17 (which includes £138,000 transport costs).
	Kirknewton Changing Pavilion - £352,000 – 2016/17.
VII Consideration at Policy Development and Scrutiny Panel	Considered at PDSP 09 December 2014
VII Other consultations	The Headteachers and Parent Councils have been advised of the proposal and there will be ongoing engagement with the Parent Councils and Parent Forums on the decant arrangements. Community Councils.

D. TERMS OF REPORT

D.1 Background

Kirknewton Primary School was originally built in 1924 and has been extended since that date to provide additional class bases and a 30/30 nursery. The school is currently a seven class organisation (207 pupils) with a 30/30 nursery class. It is considered as “B” rated (satisfactory) for condition and “B” rates (satisfactory) for suitability.

Within the approved General Services capital programme for 2013/14 to 2017/18 the school is proposed to be subject a number of significant planned improvements. The main works are proposed to commence in 2015/16 and be completed in 2016/17. The primary purpose of these planned improvements is to improve the overall condition and suitability of the school for future generations of pupils. The proposed works will also ensure the building continue to meets with statutory requirements.

The scope of works agreed within the project include upgrade to the heating system, full re-wiring, statutory compliance works and some internal re-configuration to the current accommodation.

Given the age of the building and the extent of the works required, it will be necessary to decant the pupils from Kirknewton Primary School for an academic year from August 2015 to enable the project to be completed.

As part of the ongoing development of this project officers have also identified the potential for integration with the new changing pavilion proposed to be constructed at the recreational park in Kirknewton.

D2 Primary Decant Proposals

Due to the extent/intrusive nature of the works and constraints within the current school site it is not possible to provide temporary accommodation to decant into. Contractors will most likely require full possession of the grounds to utilise the limited space for site compound facilities. This approach will ensure that there are no risks of pupils being in close proximity to construction works.

It is therefore proposed that pupils will be transported to East Calder Primary School which currently has sufficient surplus accommodation for pupils (P1-P7) from Kirknewton.

East Calder Primary School (ECPS) is currently a 10 class organisation (243 pupils) with a 40/30 nursery (which is provided in a separate building on the school site). The new nursery extension approved previously as part of the approved General Services Capital Programme is expected to be completed in October 2015 and will help support the project by the old nursery building being retained for a year as general purpose accommodation which can be utilised by the school

Separate accommodation for the nursery will be provided at the local recreation park in Kirknewton, as it would not be feasible to provide transportation for young children. Officers are currently developing proposals that will facilitate the utilisation of the temporary nursery accommodation as the permanent pavilion following completion of the project and vacation of the nursery. This will be subject to the necessary applications for statutory approvals.

D3 Transport

Transportation will be provided to take pupils from Kirknewton to East Calder each day, escorted by school support staff. The pick-up and drop off points at each location will be agreed with both schools and transportation, along with a full risk assessment.

As school transport is currently provided from the village of Kirknewton for pupils attending Balerno High School, the safe sites currently used for pick/drop off could also be utilised for transportation to/from East Calder, as they would be thirty minutes apart. An additional pick/drop off point has also been identified close to Kirknewton Primary School.

Kirknewton pupils would access East Calder PS from a drop off point on Langton Road which has direct pedestrian access to the school from the pavement, so that pupils do not require to be escorted across a main road.

D4 Resources

The approved General Services Capital Programme contains two budgets detailed as:

- Kirknewton Primary School Planned Improvements - £ 1.35m 2014/15 to 2016/17.
- Kirknewton Changing Pavilion - £352,000 - 2016/17.

By integrating both projects the total resources available are £1.702m. By adopting this integrated approach savings on project management and the ability to cover all decant costs (including transportation) can be achieved whilst still ensuring both the scope and quality of the projects are not affected.

E. CONCLUSION

In order to progress the refurbishment works required at Kirknewton Primary School building it is necessary to decant the pupils to East Calder Primary School for the academic year from August 2015.

F. BACKGROUND REFERENCES

None

Appendices/Attachments: None

Contact Person: Donna Adam, Strategic Resource Manager,
Email: donna.adam@westlothian.gov.uk Tel: 01506 281646

James Cameron,
Head of Schools with Education Support

16 December 2014



EDUCATION EXECUTIVE

EARLY LEARNING AND CHILDCARE – PLAN TO INCREASE FLEXIBLE PROVISION

REPORT BY HEAD OF SCHOOLS WITH EDUCATION SUPPORT

A. PURPOSE OF REPORT

To inform the Committee of the proposed Plan to Increase the Flexibility of Pre-School Provision, made in terms of Section 50 of the Children and Young People (Scotland) Act 2014.

B. RECOMMENDATION

The Committee is asked to endorse the further development of the proposed Plan to Increase the Flexibility of Pre-school Provision.

C. SUMMARY OF IMPLICATIONS

I Council Values	Focusing on our customers' needs; being honest, open and accountable; providing equality of opportunities; developing employees; making best use of our resources; working in partnership
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	Children and Young People (Scotland) Act 2014 and statutory guidance.
III Implications for Scheme of Delegations to Officers	None
IV Impact on performance and performance Indicators	The Plan to Increase the Flexibility of Pre-school Provision has the potential to increase the percentage of children placed within Council provision.
V Relevance to Single Outcome Agreement	Our children have the best start in life and are ready to succeed.
VI Resources - (Financial, Staffing and Property)	The pilot proposed in the Plan to Increase the Flexibility of Pre-School Provision can be delivered within existing resources.
VII Consideration at PDSP	Considered at PDSP 09 December 2014

VIII Other consultations

Working Group comprising pre-school professionals and representative of Financial Management Unit.

Detailed discussion with HR and TUs on potential implementation has yet to take place.

D. TERMS OF REPORT

Background – Statute and Guidance

The Children and Young People (Scotland) Act 2014 requires local authorities to secure 600 hours of pre-school provision (early learning and childcare) for each eligible young child residing in its area.

Under section 52 of the Act, education authorities must have regard to the desirability of ensuring that the method by which it makes early learning and childcare provision available is flexible enough to allow parents an appropriate degree of choice when deciding how to access the service.

The Act envisages that education authorities will provide patterns of hours of early learning and childcare provision which allow a degree of choice for parents to support their patterns and needs. This range should be established through consultation with representative populations of parents.

The Act recognises that the introduction of flexibility and choice, following consultation, will require significant reconfiguration of services by education authorities, and that this will be best achieved through year on year incremental change. It is expected that following the introduction of 600 hours of pre-school provision (early learning and childcare) in August 2014, further improvements to flexibility and choice are built up.

The statutory guidance associated with the Act states that appropriate choice is intended to be around models, and not individual providers.

Consultation

The Education Executive, at its meeting of 4 February 2014, considered the outcome of the first consultation undertaken under the terms of Section 50 the Children and Young People (Scotland) Act 2014.

The parents/carers of all known children eligible to be in pre-school provision in school year 2014/15 were invited to complete a survey in order to determine their priorities for the future of pre-school provision. A total of 525 responses were received. Parents/carers were asked to indicate how they would like to see nursery made more flexible in future. 307 parents/carers took advantage of this opportunity.

53 parents/carers (17% of those answering this question) would like to see attendance condensed into 2.5 full days. 27 of the parents making this suggestion were currently using partner providers for over 15 hours per week, indicating that this proposal could offer the opportunity to meet the needs of those currently choosing partner providers within Council provision. This proposal would be difficult to offer within the asymmetric week, however. As two 2.5 day sessions could not be offered within the 4.5 days available. This would reduce the use that could be made of available physical capacity.

Other significant responses to the question regarding increased flexibility included 36 parents/carers (12% of those answering this question) who stated that they would like extended access to partner providers, 28 parents/carers (9% of those answering the question) who favoured an extension of wraparound care, and 20 parents/carers (7% of those answering the question) who stated that they would wish to see childcare provided over the school holidays.

In addition, 14 parents/carers (6% of those answering the question) favoured extending the availability of part time places or shared places.

The Education Executive, at its meeting of 5 February 2014, agreed to consider the proposals to increase flexibility in future years, within available resources including annual incremental increases in funding envisaged by the Statutory Guidance accompanying the Act.

The proposal that follows is in line with the desire to see condensed attendance, the desire to see an extension of wraparound care, and the desire to see childcare in the school holidays. It is intended to provide an alternative to an increase in the number of partner provider places. As such it is based firmly on outcome of the consultation undertaken in terms of Section 50 the Children and Young People (Scotland) Act 2014.

Action has already been taken to extend availability of part-time places within available resources in the August 2014 and January 2015 pre-school intakes.

The next consultation in terms of Section 50 the Children and Young People (Scotland) Act 2014 will take place in the second half of 2015.

Plan to Increase Flexibility in Pre-School Provision.

It is planned to increase flexibility and choice, following consultation, in school year 2015/16 by the introduction of a pilot provision at four establishments (Bonnytown Nursery, Linlithgow, Linlithgow Primary School Nursery Class, Glenvue Nursery, Dedridge and Knightsridge Early Years Centre) based on providing 600 hours of early learning and childcare across two days with attached wraparound care, so that the provision would be available from 8.00am to 6.00pm Monday to Thursday.

The provision of the 600 hours of early learning and childcare across two days avoids the reduction in capacity that would arise from providing it across 2.5 days.

The planned provision would consist of two 8 hour sessions of early learning and childcare lasting from 8.00am to 4.00pm, with the option of purchasing wraparound care from 4.00pm to 6.00pm. Parents be given the option of purchasing a packed lunch for £1.85 per day, or provide their own packed lunch, as is current practice in the Council's wraparound care service.

The planned provision would be delivered as follows:-

8am to 8.45am – Breakfast – Flexible Early Learning and Childcare

8.45am to 11.39am - Core Time

11.39am to 12.09am – Lunch – Flexible Early Learning and Childcare

12.09pm to 3.30pm – Core Time

3.30pm to 4pm – Flexible Early Learning and Childcare

This pattern of delivery provides for co-ordination of start and finish times with primary school hours. This pattern of delivery also minimises the need to alter existing staff contracts and working patterns.

In this planned provision core time does at times fall out with current teacher hours, with the result that children placed in this provision will receive less direct teacher contact than that provided by the current five morning or four afternoon model.

Wraparound provision could be made during school holidays subject to financial viability based on demand.

Staffing and Financial Issues

The pilot provision will offer places above current levels of provision, as it is anticipated that it will be most attractive to parents who currently place their children in partner provider or other private nurseries.

The supervision ratio of the 8 hour sessions would remain 1:10 as is currently the case in pre-school provision. The supervision ratio for the additional wraparound care available for purchase by parents would be 1:8 as is currently the case in the Council's wraparound care service.

Additional staffing required, over and above that required by the current five morning or four afternoon model would be:-

- 2 pupil support workers employed 7.45am to 8.15am to provide the 1:10 supervision ratio before Nursery Nurses and Teachers arrived, and to allow set up in time for 8.00am opening.
- 2 pupil support workers employed for 1 hour at lunchtime, although the ability to make flexible use of existing staff and manage their time off the floor may reduce this requirement to 1 pupil support worker.
- Staff to provide wraparound care from 4.00pm (or 3.54pm) to 6.00pm, charged for on a cost recovery basis. The staff should include a 'team leader' post to take responsibility for the provision in the absence of the Headteacher, as is current practice in the Council's wraparound care service. .

It should be noted that if the planned provision is requested by, or offered to, children who would otherwise be placed at a partner provider establishment, a saving of £2154 per child would be achieved to offset any increases in cost.

It would be possible to offer Nursery Nurses the opportunity to work compressed hours over 4 days, with a resulting reduction in the additional staff hours required by the model.

Further Increases to Flexible Provision

Dependant on an evaluation of the pilot, this model could be further extended to some other establishments within West Lothian.

Additional/future flexibility could include offering any vacant places in the 4-6pm wraparound care to nursery children in the afternoon session and/or P1-3 children at appropriate establishments.

E. CONCLUSION

The proposed Plan to Increase Flexible Provision is in line Statutory Guidance, and addresses the issues raised in the consultation in terms of Section 50 the Children and Young People (Scotland) Act 2014.

F. BACKGROUND REFERENCES

Report to Education Executive 4 February 2014.

Children and Young People (Scotland) Act 2014 Early Learning and Childcare Statutory Guidance.

Appendices/Attachments: None

Contact Person: Andrew Sneddon, Customer and Performance Manager

James Cameron, Head of Schools with Education Support

Date of meeting: 16 December 2014



EDUCATION EXECUTIVE

FORMAL CONSULTATION ON THE LOCATION OF A REPLACEMENT WEST CALDER HIGH SCHOOL

REPORT BY HEAD OF PLANNING AND ECONOMIC DEVELOPMENT

A. PURPOSE OF REPORT

The purpose of this report is to advise Education Executive of the findings from a site search exercise for the location of the replacement school, to agree the proposed location for the school, and to agree to commence statutory consultation on the building of a new school on a site at Parkhead, West Calder.

B. RECOMMENDATION

It is recommended that Education Executive:

1. notes the findings of the site search exercise;
2. agrees that the proposed location should be land at Parkhead, West Calder; and
3. agrees to commence statutory consultation on the building of the new school at this site.

C. SUMMARY OF IMPLICATIONS

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|---|--|
| I Council Values | Focusing on our customers' needs; being honest, open and accountable; making best use of our resources. |
| II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment) | <p>Proposals for a new school require to be progressed in accordance with the terms of the Education (Scotland) Act 1980, Standards In Scotland's Schools etc Act (2000), Scottish Schools (Parental Involvement) Act 2006, Schools (Consultation) (Scotland) Act 2010 and the Children & Young People (Scotland) Act 2014</p> <p>Matters relating to strategic environmental assessment, equality, health and risk assessments will be address through the statutory process, and the planning application.</p> |
| III Implications for scheme of delegation | None. |

IV Impact on performance and performance indicators	None.
V Relevance to Single Outcome Agreement	Outcomes 1, 2 and 5.
VI Resources - (Financial, Staffing and Property)	Scotland's Schools for the Future Phase 3 bid funding for West Calder High School with two thirds contribution from Scottish Government and one third required from West Lothian Council. The scale of the project and anticipated costs are still to be finalised.
VII Consultations at PDSP	The report is being submitted directly to the Education Executive in line with agreed procedures.
VIII Other consultations	Legal Services and Finance have been consulted. Pre consultation has been undertaken with the parent council representatives of West Calder High School, associated primary schools, community council's, community development trusts and the West Calder High School Pupil Council.

D. TERMS OF REPORT

D1 Background

At its meeting of 28 October 2014 Council Executive considered a report setting out a proposal to progress construction of a replacement West Calder High School. Following consideration of the report, Council Executive agreed to take forward a revised investment project for a new build West Calder High School, subject to formal approval of the costs and funding package and that a report should be brought forward to the Education Executive in order to commence formal consultation on the proposed location of the new school in line with statutory requirements.

In the intervening period work has progressed to identify a proposed location for the new school.

D2 The Preferred Location for the Replacement School

The funding agreement for the new school requires the project to be complete by March 2018. In order to meet this timescale, consultation will need to commence in early 2015. A proposed location for the site needs to form part of that consultation.

It was established that the site of the proposed new school should be within the existing catchment area for West Calder High School. The site had to be free from infrastructure constraints and, given the short timescale for delivery, it has to be immediately available.

A number of sites, including some in private ownership, were considered. However, following desk based studies of ground conditions, an assessment of deliverability and, discussions with representatives of private landowners, it was concluded that the proposed site for the new build school is land owned by the council immediately east of Parkhead Primary School in West Calder. A plan showing the extent of the preferred site is shown as Appendix 1.

A desk based study suggests that ground conditions are appropriate for the construction of the school, although this will have to be confirmed by detailed site investigations. These investigations are on-going and findings will be available early in 2015.

Accessing the site presents some challenges as the existing access to Parkhead Primary School would not be suitable to service a secondary school. Access is available from the south of the site adjacent to Burngrange football park. However, it may be possible to access the site direct from the A71 but this will require a reconfiguration of the existing A71 road bridge over the railway line, or replacement of the existing pedestrian bridge east of Polbeth Market Garden with a vehicular bridge. Works require to be undertaken to both bridges as part of the Edinburgh to Glasgow Improvement Programme and positive discussion with Network Rail to configure one of the bridges to allow vehicular access to the site are on-going.

D3 The School Consultation

The terms of the consultation are governed by the Schools (Consultation) (Scotland) Act 2010. The proposed consultation to be delivered within the framework of this Act is set out as Appendix 2 to this report.

D4 Timescales for the Consultation

The timing of the formal consultation is governed by legislative requirements. The consultation period must include at least 30 school days. Education Scotland requires 3 weeks to consider consultation responses and write a report. The final report from council officers must be published at least 3 weeks before consideration by the Education Executive.

Consultation commences	8 January 2015
Consultation finishes	23 February 2015
Consultation documents to Education Scotland	6 March 2015
Final report published	22 April 2015
Consultation report to West Lothian Education Executive (subject to agreement on the date of a special meeting)	May 2015

D5 Scale of the School

The consultation set out in the appendix to this report is specifically on the location of the school, and not the size of the school. However, it should be noted that the Scotland's Schools for the Future Phase 3 funding, covers a like for like replacement of the capacity at the existing school. West Calder High School currently has a capacity of 1,100 pupils.

D6 Delivery of the New West Calder High School

Work on the design of the new school is on-going and, it is only when this work is complete that cost estimates and a full project plan for implementation will be available. These matters will be reported for consideration to a future meeting Council Executive.

E. CONCLUSION

The Council must meet its statutory educational responsibilities. The changes outlined in the appended draft consultation paper propose a solution that would allow the building of a replacement West Calder High School. This draft consultation paper is put forward as the basis for formal consultation in terms of the requirements of the School (Consultation) (Scotland) Act 2010.

F. BACKGROUND REFERENCES

West Calder High School and Toronto Primary School Investment - Report by Depute Chief Executive, Education, Planning and Area Services. Council Executive 28 October 2014.

Appendix 1 – Consultation Document

Contact Person: Craig McCorriston, Head of Planning and Economic Development. Telephone 01506 282443; email craig.mccorriston@westlothian.gov.uk

Craig McCorriston
Head of Planning and Economic Development

16 December 2014

Proposal Paper

Proposal to Relocate West Calder High School



West Lothian Council
Planning & Economic Development
Civic Centre
Howden South Road
Livingston
West Lothian
EH54 6FF

January 2015

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Proposal to re-locate West Calder High School.

1 Introduction

- 1.1 West Lothian Council agreed on 28 October 2014 to undertake a formal consultation on the re-location of West Calder High School. As it is not feasible to construct a new school on the current school site due to constraints it is necessary to identify a new site for the school.
- 1.2 In terms of the Schools (Consultation) (Scotland) Act 2010, any proposal to change the site of a school requires a formal consultation process. The consultation involves the parents/carers/children and staff of West Calder High School, as well as other key stakeholders associated with the school.
- 1.3 Any views, or comments on the proposal should be sent by **23 February 2015**, in writing to Sharon McCawley, Forward Planning Officer, Education Services, West Lothian Civic Centre, Howden South Road, Livingston EH54 6FF, or by email to schoolconsultation@westlothian.gov.uk, or by completing an on-line survey using the link below. Any requests for further information should also be directed to Sharon McCawley.
- 1.4 Further copies of this consultation document are available in West Calder High School, or they can be accessed on-line, using the link: <http://www.westlothian.gov.uk/education/schoolrelateditems/> The on-line survey is also accessed from this link.

2 The present school and site

- 2.1 West Calder High School serves the community of the Calders and surrounding areas. The catchment area is shown in **Appendix A**. The roll is currently 863 pupils.
- 2.2 The school was constructed to provide new secondary school capacity around 50 years ago. The school opened in 1965, and while significant extensions and improvement works have been carried out to the building, it is one of the oldest main school buildings within the council's estate.
- 2.3 In addition, redevelopment of the site is constrained by an ethylene pipeline which crosses the site. This pipeline places constraints on the useable part of the site and, most significantly, would prevent the normal approach to rebuilding schools on existing sites where the new building is built on the playing field area with the playing fields being provisioned on the site of the former school building.
- 2.4 The current school site is on the edge of the village of Polbeth. As a result of the extensive catchment area for the school most current pupils are bussed to the school.

3 The Need for Change

- 3.1 Education Authorities have statutory responsibilities to ensure sufficient school places, to improve the quality of school education provided, to raise standards of education and to secure best value in the use of available resources.
- 3.2 Prior to October 2014 the council had an existing approved capital project to deliver £12m of investment at West Calder High School. This was being jointly funded with council resources of £4 million and £8 million from phase 3 of Scotland's Schools for the Future programme.
- 3.3 The project sought to address both school condition and suitability issues and involved the provision of new physical education facilities, dedicated pupil support accommodation, improvements in dining facilities, vocational facilities, indoor social space and was being designed to facilitate community use of the school facilities.
- 3.4 However, as the refurbishment/extension project has been developed, a senior officer review of the project identified constraints relating to the present West Calder High School building and site that impinged on the educational benefit and requirements that could be achieved. It was considered that the project did not represent full value for money, nor provide sufficient lifespan for the asset given the proposed level of investment. It was concluded that a new build project would represent a more appropriate solution.
- 3.5 Confirmation has been received from Scottish Government that part funding would be provided to enable the new build solution for West Calder High School to be taken forward as a Non Profit Distributing (NPD) project under the Schools for the Future programme. The Scottish Government funds secondary school projects on a two thirds basis with the council contributing the remaining third. The project is based on a 1100 school capacity requirement i.e. replacement of the current school.

4 Proposal

- 4.1 For the reasons set out paragraph 2.3 above, there is insufficient space on the existing site to build another school and another site, within the catchment area, is required.
- 4.2 Following a site search exercise which focused on identifying a deliverable site within the existing catchment area, a site at Parkhead, West Calder has been identified as the proposed location. This site is delineated on the aerial photograph at **Appendix C**.
- 4.3 The site identified is extensive, some 39ha. It is expected that less than half of the site will be required for the school infrastructure, including the main school building, sports facilities, servicing and parking. It is anticipated that the main school building will be located on the northern part of the site, but the actual location will be influenced by a number of factors including the design of the building, ground conditions, and the location of the access on the site.

- 4.4 The site can currently be accessed from the south. A new access road would have to be constructed from Harburn Road along the line of an existing track north of Burngrange Football Ground. However, the preferred access to the site would be direct from the A71, but this would require the redesign and improvement of one of the existing bridges over the railway line to the north of the site. This access solution will require the agreement of Network Rail, but could be facilitated by works required to the bridges in connection with the electrification of the railway line commencing in 2015.
- 4.5 Work cannot start on a new school until formal consultation has taken place on the proposal to change the site according to the requirements of the Schools (Consultation) (Scotland) Act 2010.

5 Educational Benefit Statement

- 5.1 The provision of a new school building for West Calder High School, rather than extension and refurbishment of the current school building provides the opportunity to make available to pupils the most modern standard of school facilities and resources and support the delivery of the curriculum for excellence. The new facilities will offer flexible learning experiences which will contribute to the four contexts for learning:
- Ethos and life of the school;
 - Curriculum;
 - Inter-disciplinary learning; and
 - Personal achievement
- 5.2 The condition of the new school building will be a significant improvement on the current establishment. The new school will be fully accessible and equipped with modern Information Technology solutions to ensure the best learning opportunities are afforded to every child.
- 5.3 The proposal is designed around the needs of the students and the curriculum, both in relation to the Broad General Education (S1-S3), with a focus on core curricular areas, inter-disciplinary learning and also to enable the career and curricular interests and aspirations of young people to be met. With regard to the Senior Phase (S4-S6), the facilities will be established to reflect the development of vocational as well as academic education provision and meet the requirements of national certification.
- 5.4 The opportunity for a new school is a substantial enhancement on the original extension and refurbishment proposal. The design and layout of the new school will be informed by recent new school provision in Scotland, and elsewhere, thus providing an opportunity to learn from what has been successful, and what has been less successful, in terms of new design.
- 5.5 A particular benefit of the new school will be that access improvements will be made to support pupils with additional needs attending their local school. The current school is on several levels with access difficulties for children with additional needs. There are currently a series of lifts in place, however, some areas of the school are unsuitable for access to children with specific additional needs. The new building will be designed to meet modern access requirements and support inclusion of pupils with additional learning needs.

- 5.6 The proposed site is adjacent to Parkhead Primary School but will be accessed separately to avoid congestion at the start and end of the school day. However, the close proximity of the primary school would facilitate greater access to the secondary resources and accommodation for planned activities.
- 5.7 The new location for West Calder High School would enable greater community access to the very high standard of facilities, particularly physical education facilities outwith core school hours.
- 5.8 This proposed location would be adjacent to the largest town in the west of the catchment area, West Calder, but would also be within a short distance of Polbeth and as close as the current school building to the larger part of this community.
- 5.9 It is recognised that the most easterly communities of East Calder and Mid Calder are some distance from the new school building but this would not be materially different from the current building. Longer term, a new non-denominational secondary school is planned for the East of the school catchment area and, therefore, the new school represents the first step in the implementation of a 2 non-denominational secondary school strategy for the Calders.
- 5.10 The proposed location will be more accessible to a greater number of pupils meaning that fewer will have to be bussed to the school. The school will also be well located, close to West Calder Railway Station, which will offer some accessibility benefits from within the catchment area. Rail service improvements on the line are planned for implementation in 2016. Improvements to footpath and cycle access to the site are also being progressed.
- 5.11 It is widely acknowledged that the provision of a new school is a boost for both staff, pupils and the wider community and provides an opportunity to further raise the aspirations and achievements of the school community. The feedback from the school community at Armadale and Deans following the opening of their new schools supports this expectation and indeed is recognised more broadly through the national school investment programme. The West Calder High School community will want to capture all the benefits of the new school project to support improvements in attainment, achievement and positive destinations for all of the young people.

6 Summary

- 6.1 A change of site will allow a replacement West Calder High School to be built. This will bring educational benefits to the pupils at the school and important benefits for the community of West Calder.

7 Consultation Procedures

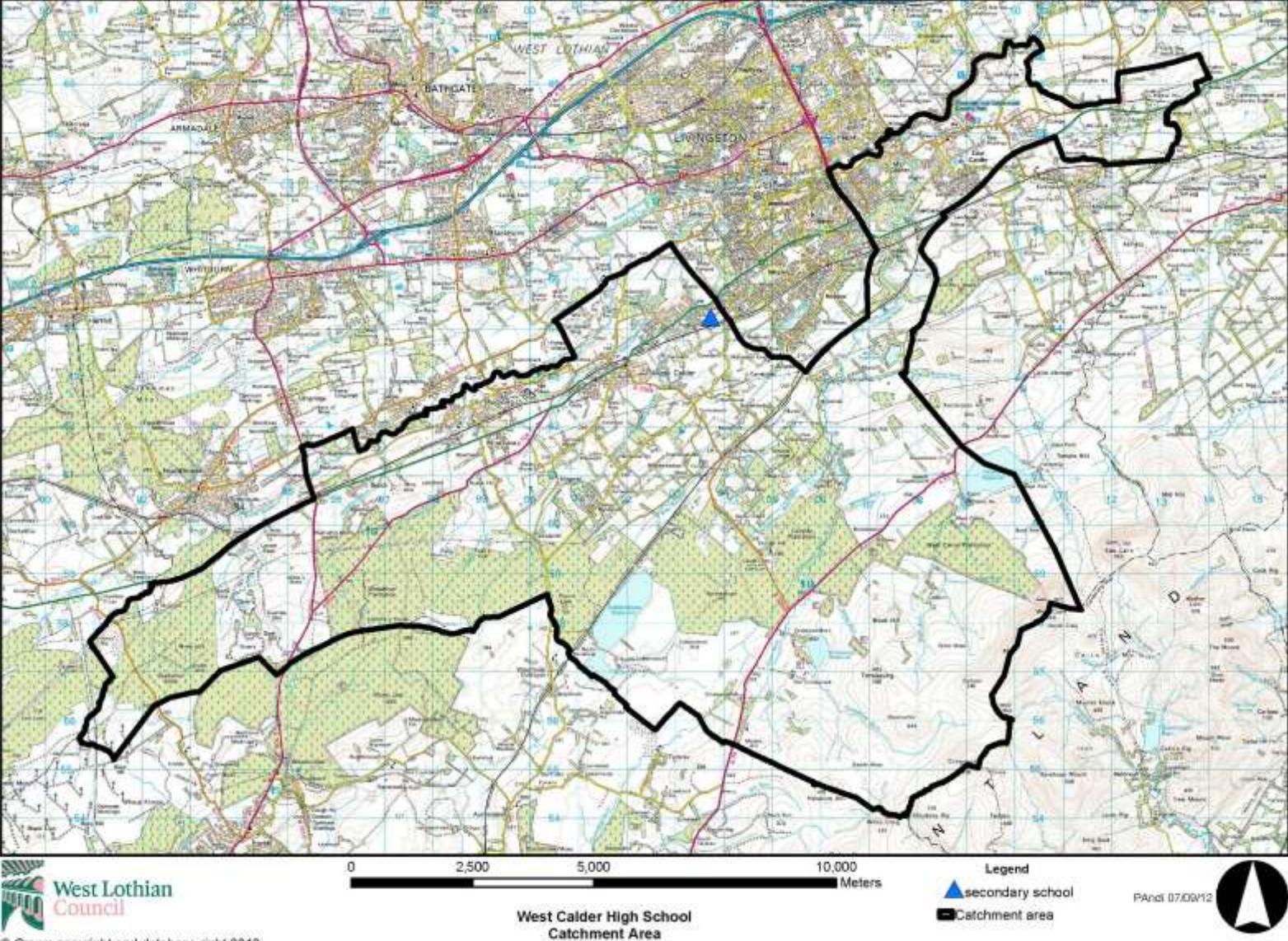
- 7.1 In terms of the Schools (Consultation) (Scotland) Act 2010, the Education Authority is required to publish details of, and consult on, any proposal to change the site of any school.
- 7.2 West Lothian Council will not make any decision, or put any changes into effect, until the consultation period has been concluded in line with statutory requirements.
- 7.3 The consultation period will be a total of 47 days, which includes 32 school days. It begins on Thursday, 8 January 2015, and finishes on Monday, 23 February 2015.
- 7.4 The consultation will involve pupils, parents/carers, the Parent Council and staff of the school as well as other associated stakeholders.
- 7.5 In addition to the statutory consultation requirements, MPs, MSPs, Lothian Health and other West Lothian Council Services will also be consulted.
- 7.6 Two public meeting will be held, the first at 7.00 pm on Monday 19 January 2015 at West Calder High School, and the second at 7.00 pm on Tuesday 20 January 2015 at St Paul's Primary School in East Calder.
- 7.7 Council officers will be present at the public meetings to discuss the proposal and there will be an opportunity to ask questions. It is appreciated, however, that there is a limited time at meetings to discuss everything fully and not everyone is comfortable with speaking at a public meeting. To make sure that all issues are covered, and everyone gets the opportunity to contribute to the discussion, advance notice of specific questions or issues to be raised will be accepted, in writing only, up to 2 days in advance of the meetings (see contact details at 7.11 below).
- 7.8 At the end of the consultation process, a report will be prepared for West Lothian Council detailing all responses received, summaries of their content and a statement from HMIE on the educational aspects of the proposal. An officer response to the issues raised through the consultation will also be incorporated in the report. Copies of the report will be available, prior to consideration by the council, in West Calder High School, West Calder Library and on-line at: <http://www.westlothian.gov.uk/education/schoolrelateditems/> It is envisaged that the report will be published on Wednesday 22 April 2015. The key dates are set out in **Appendix D**.
- 7.9 An on-line version of the documents and other items related to the consultation can be found on the West Lothian Council website using this link: <http://www.westlothian.gov.uk/education/schoolrelateditems/>
- 7.10 Further information on the proposed catchment review can be obtained by writing to Sharon McCawley, Forward Planning Officer, Education Services, West Lothian Civic Centre, Howden South Road, Livingston EH54 6FF, (Tel: 01506 281859), or by email to schoolconsultation@westlothian.gov.uk
- 7.11 All interested parties are invited to submit their comments before Monday 23 February 2015. This can be done by:

- writing to Sharon McCawley, Forward Planning Officer, Education Services, West Lothian Civic Centre, Howden South Road, Livingston EH54 6FF;
- sending an e-mail to schoolconsultation@westlothian.gov.uk or, for parents only,
- online survey at:
<http://www.westlothian.gov.uk/education/schoolrelateditems/>

Moira Niven
Depute Chief Executive
Civic Centre
Howden South Road
Livingston
West Lothian
EH54 6FF

January 2015

Appendix A Catchment area of West Calder High School.



Appendix B West Calder High School Site.



Appendix D Consultation dates.

Date	Event
Tuesday 28 October 2014	West Lothian Council Executive
Thursday 4 December 2014	Pre consultation with parent council representatives – West Calder High School
Tuesday 9 December 2014	Pre consultation with community councils; community development trusts representatives and pupil council – West Calder High School
Thursday 8 January 2015	Start of Consultation
Monday 19 January 2015	Public Meeting -- West Calder High School
Tuesday 20 January 2015	Public Meeting -- St Paul's Primary School
Monday 23 February 2015	End of consultation period
Monday 2 March 2015	HMIE to produce report for the councils on the educational benefits of the proposals.
Wednesday 22 April 2015	Consultation report published and available on-line and in school.
May 2015 (Date of special Education Executive meeting to be confirmed)	West Lothian Council Education Executive consider report on consultation.
Process complete and consultees informed of decision.	

